

APR 23, 2020

# Minimize Exposure with Physical Modifications to Your Office

Implementing a few changes within your clinic can reduce exposure to the virus that causes COVID-19 and provide comfort to patients, staff and physicians. Here are a few considerations:

## Waiting Rooms and Lobby

- Reduce the number of chairs and maintain a separate distance of 6 feet
- Eliminate high-risk surfaces such as:
  - Magazines
  - Coffee and water stations
  - Play areas for children

## Protective Screens provided for:

- Workstations with direct patient contact (e.g., check-in, surgery counseling)
- Testing equipment

## Furniture

- Use furniture that can be easily sanitized.
- Consider eliminating benches due to difficulties with maintaining social distancing.
- Reduce the number of conference room chairs and space them appropriately.

## Facilities

- Place floor markers throughout clinic for appropriate spacing (e.g., check-in)
- Clean restrooms frequently
- Ensure there is proper ventilation and install air purifiers

## Signage

- Post the following signs from the Centers for Disease Control and Prevention:
  - [What to do if you are sick](#) (PDF)
  - [Stay Home When You are Sick!](#) (PDF)
  - [Additional resources](#)
- Post the following practice signs and instructions:
  - Patients experiencing any COVID-19 symptoms should notify staff or physicians immediately.
  - Proper hand-washing hygiene. (Instructions should be posted in bathrooms, exam lanes and the waiting room.)
  - Vendors and delivery personnel requirements when entering your facility

- Staff reminders

### **Workstations**

- Space workstations at least 6 feet apart
- Eliminate shared workstations and phones

Complete a weekly walk-through of the entire facility and identify any new physical modifications necessary. Invite staff and physicians to provide feedback for any facilities improvements.